Volunteer Position Description

**Position: Puppy Raiser**

**Department: Guide Dog Services**

**Responsible to: Puppy Raising Coordinator**

Guide and Assistance Dogs change lives. It is the independence and freedom offered by these dogs to our clients that keeps us going. Our Puppy Raisers look after an 8 to 10 week old puppy, in their home, for a period of 12 to18 months.

This requires a degree of physical fitness, which includes being able to negotiate steps, walk 3 - 5km per day and frequent bending and lifting (up to 10kg). Puppy Raisers expose our puppies to different environments including public transport, shopping centres, steps/stairs, schools etc.

**Guide Dogs WA will provide:**

1. Training
2. Ongoing support
3. Insurance cover by EverAbility’s Volunteer Insurance policy and/or by the Insurance Commission of WA for the cost of claims for death or injury caused by the negligence of the driver of a registered vehicle
4. Everything required for providing care to the dog, including food, equipment, veterinary care and obedience classes.

# Our shared vision

Inclusion and independence for all.

# Our shared values

* Be there for everyone
* Trust and be trustworthy
* Collaborate and be innovative

# Our promise

Our commitment, across all our brands, is to provide a professional, person-centred service and offer quality of life outcomes that help people to live the life they choose.

## We aspire to

* Create a positive environment through our interactions with others
* Promote honesty by having moral and ethical principles
* Practice decision making with confidence
* Build trust through personal leadership
* Embrace change and be solution focused

## We strive to

* Continually pursue excellence and use best practice procedures
* Always act with respect and dignity toward others
* Engage in honourable conduct
* Be accountable for our actions
* Act professionally in all situations, especially when publicly representing our organisation
* Achieve our personal and work goals
* Take a proactive approach to coaching, learning and sharing knowledge

**Key responsibilities**

1. Provide suitable accommodation and care for puppy in training during a required period of time (varying between 12-18 months).
2. Follow instruction/training advice from Puppy Raising Coordinators, Trainers and Instructors at all times.
3. Feed, groom, toilet and walk dog in care as per instructions from Guide Dogs WA.
4. Attend periodic training and obedience classes with Puppy Raising Coordinators.
5. Use basic obedience skills when handling dog in care (e.g. sit, down, stay, come etc.).
6. Assist with the socialisation process by taking the puppy into shops, restaurants and other public buildings.
7. Transport dog in care (if necessary) to Guide Dogs WA designated Veterinary practice for vaccinations, consultations and medical procedures as required, in consultation with Puppy Raising Coordinators.
8. Ensure all preventive medications and vaccinations are maintained at all times.
9. Assist with Community and Fundraising events (e.g. Guide Dog Street Appeal) as required under the supervision and approval of Puppy Raising Coordinators.

**What we look for in our volunteers**

1. Genuine interest and a passion for volunteering
2. Commitment to our cause
3. Enthusiasm and positivity
4. Integrity
5. Good judgement – knowing the difference between right and wrong, good and bad
6. Reliability – willing to devote a set amount of time regularly and be punctual
7. Empathy – ability to understand the plight of a particular person or situation without being judgemental
8. Good communication and interpersonal skills – positive and respectful interaction with everyone
9. Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
10. Adaptability to cope with change and a busy workplace
11. Ability to convey the organisation’s message to groups and individuals

**Job specific requirements**

1. Valid “C” class drivers licence.
2. Police Clearance dated within the last six months (If the candidate does not possess one, it can be applied for by EverAbility during the volunteer application process). Required in order to commence.
3. Volunteers are required to provide evidence that they are fully vaccinated against COVID-19.
4. Good navigational and safe driving history.
5. Working with Children Check (if applicable).
6. A degree of physical fitness, which includes being able to negotiate steps, walk 3 - 5km per day and frequent bending and lifting (up to 10kg).
7. Live in the Perth, Peel or South West Regions (Leschenault to Dunsborough).
8. Have no more than one pet dog already.
9. Be prepared to walk the puppy daily and socialise it in busy environments.
10. Be prepared to cope with usual puppy behaviours, e.g. digging, chewing or howling.
11. Be prepared to attend at least four training sessions & follow strict guidelines.
12. Adequately fenced and dog proof house.

**Time and availability requirements**

Volunteers for this role are required to be available to spend most of their time with a puppy (no more than 3 hours unattended) and available for regular home visit scheduled with our trainers.

**How to apply**

For more information on eligibility and to submit an application, go to the link below:

<https://www.guidedogswa.com.au/get-involved/>

**Contact Person**

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Title: Volunteer Coordinator

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